

28 January 1994

## SCHEDULING/MATERIEL CONTROL

### Precision Measurement Equipment Laboratory

1. **Objective.** As prescribed in AFI 38-201, Air Force Manpower Determinant System dated May 91 (formerly AFR 8-10), this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume within the Precision Measurement Equipment Laboratory (PMEL) Scheduling/Materiel Control function.

2. **Authority.** The AFI 21-series (formerly the 66-series and 74-2 Air Force (AF) and/or Air National Guard (ANG) directives) contain command policy and procedural guidance for the PMEL Scheduling/Materiel Control function. This ANGMS was developed in accordance with procedures contained in AFPAM 38-208, AF Management Engineering Program (MEP) Policies, Responsibilities and Requirements dated May 88 (formerly AFR 25-5, 16 May 88).

3. **Applicability:**

a. This standard applies to the following ANG Type II PMELs with full-time authorizations in the PMEL Scheduling/Materiel Control function:

- (1) 102 FW, Otis ANGB MA
- (2) 127 FW, Selfridge ANGB MI
- (3) 148 FG, Duluth IAP MN
- (4) 190 ARG, Topeka KS

b. This standard applies to peacetime operations only.

4. **Standard Data:**

a. Classification. Type II.

b. Approval Date. 17 Aug 93.

c. Man-hour Data Source. Operational Audit (technical estimate and historical record techniques).

d. Standard Man-hour Equation.  $Y = 60.71 + 0.1794X_1 + 1.600X_2$

e. Workload Factors (WLFs):

(1) Title:

(a)  $X_1$  = A Unit of Test, Measurement, and Diagnostic Equipment (TMDE) Processed.

(b)  $X_2$  = A Part or Supply Requisition processed.

(2) Definition:

(a)  $X_1$  = A unit of scheduled or unscheduled TMDE processed by the PMEL Scheduling/Materiel Control function.

(b)  $X_2$  = The number of part and supply requisitions processed per month by the PMEL Scheduling/Materiel Control function.

(3) Source:

(a)  $X_1$  = Semiannual RCS LOG-LG(SA) 7808 Report, ANG attachment #1, maintained by ANGRC/LGM; number of scheduled and unscheduled items processed per month by the PMEL Scheduling/Materiel Control function. Two cycles of RCS LOG-LG(SA) 7808 Reporting are required to analyze the total workload.

(b)  $X_2$  = Semiannual RCS LOG-LG(SA) 7808 Report, ANG attachment #1, maintained by ANGRC/LGM; number of part and supply requisitions processed per month by the PMEL Scheduling/Materiel Control function. Two cycles of RCS LOG-LG(SA) 7808 Report are required to analyze the total workload.

5. **Application Instructions:**

a. The standard is valid through the man-hour range of 158.63 through 546.95. This is an aggregate of Scheduling ( $X_1$ ) and Materiel Control ( $X_2$ ) man-hours. Extrapolation limits represent the upper and lower man-hour values that bind the applicability range. These limits represent the maximum amount the equation can be extended. Scheduling and Materiel Control requirements are combined to make efficient use of functional manpower.

b. Calculate the correct value for each WLF identified in paragraph 4e above. Substitute these values for the appropriate value of X in the man-hour equation identified in paragraph 4d.

c. Divide the computed allowed man-hours by the appropriate civilian Man-hour Availability Factor (MAF) to determine total manpower requirements.

d. Refer to the Standard Manpower Table, AF Form 1113, for skill and grade distribution. Find the column in which the total number of authorizations fall, then read up and across to determine total manpower by AFSC.

6. **Statement of Conditions.** The normal hours of operation for this work center are eight hours per day, five days per week. There are no other standard of living constraints that affect the daily operation of this work center.

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**2 Attachments  
1. Work Center Description  
2. Standard Manpower Table**

**WORK CENTER DESCRIPTION****SCHEDULING/MATERIEL CONTROL****Precision Measurement Equipment Laboratory****DIRECT:****1. SCHEDULING:**

**1.1. SCHEDULES TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE).** Performs incoming inspection of TMDE. Enters TMDE into correct status and issues hand-receipt to owning work center (OWC). Returns TMDE to OWC and retrieves hand-receipt.

**1.1.1. RECEIVES TMDE:**

**1.1.1.1. RECEIVES TMDE FROM OWC.** Unloads TMDE off-base mobility bin from various modes of transportation.

**1.1.1.2. RECEIVES OVER-THE-COUNTER TMDE FROM OWC.**

**1.1.2. PERFORMS INCOMING INSPECTION.** If discrepancy is noted, determines if TMDE is acceptable for calibration or returns to OWC until discrepancy is corrected.

**1.1.3. ENSURES TMDE IS COMPLETE WITH ALL NECESSARY ANCILLARY EQUIPMENT.** Calls OWC regarding missing item. If item cannot be obtained, returns TMDE to OWC.

**1.1.4. VERIFIES INCOMING TMDE IS ON SCHEDULE.** Checks shipping list against TMDE received.

**1.1.5. ENTERS TMDE LABEL IDENTIFICATION NUMBER INTO PRECISION MEASUREMENT EQUIPMENT LABORATORY (PMEL) AUTOMATED MANAGEMENT SUBSYSTEM (PAMS).**

**1.1.6. SETS PRIORITY ON WORK TO BE ACCOMPLISHED.**

**1.1.7. ACCEPTS ITEM INTO WORK AND GENERATES HAND RECEIPT AND WORK ORDER:**

**1.1.7.1. ATTACHES WORK ORDER TO TMDE.**

**1.1.7.2. MOVES TMDE INTO AWAITING MAINTENANCE (AWM) STORAGE AREA.**

**1.1.8. PROCESSES NEW TMDE TO AIR FORCE AND LOCAL PMEL MASTER INVENTORIES:**

**1.1.8.1. DETERMINES AND INPUTS REQUIRED DATA.**

**1.1.8.2. AFFIXES IDENTIFICATION LABEL TO TMDE IN ACCORDANCE WITH (IAW) APPROPRIATE TECHNICAL ORDER (T.O.).**

**1.1.8.3. IDENTIFIES NEW ITEM OF TMDE NOT LISTED IN APPLICABLE T.O..**

**1.1.8.4. CREATES NEW ITEM FILE IN THE LOCAL K-100.**

**1.1.8.5. MANUALLY ENTERS TMDE INTO PAMS.** Inputs PAMS label identification number, K-100 part number, item part number, unit serial number, work unit code (WUC), and calibration and measurement summary (CMS) as required.

**1.1.8.6. SETS PRIORITY ON WORK TO BE ACCOMPLISHED.** Determines priority of work.

**1.1.8.7. ACCEPTS ITEM INTO WORK AND GENERATES HAND RECEIPT AND WORK ORDER.** Completes appropriate documentation.

**1.1.8.8. ATTACHES WORK ORDER TO TMDE.**

**1.1.8.9. MOVES TMDE INTO AWM STORAGE AREA.**

**1.2. COORDINATES CUSTOMER ACTION:**

- 1.2.1. COORDINATES TMDE MONITOR TRAINING.**
- 1.2.2. COORDINATES TMDE CANNIBALIZATION WITH OWC.**
- 1.2.3. COORDINATES ON-BASE TMDE PICKUP AND DELIVERY WITH OWC.**
- 1.2.4. COORDINATES TMDE OFF-BASE OWNED PICKUP AND DELIVERY.**
- 1.2.5. COORDINATES LOCATION OF COMPATIBLE TEMPORARY LOAN TMDE FOR CUSTOMER.**

**1.3. PROVIDES EQUIPMENT STATUS:**

- 1.3.1. PROVIDES EQUIPMENT STATUS TO PMEL MANAGEMENT.**
- 1.3.2. PROVIDES EQUIPMENT STATUS TO OWC.**

**1.4. MAINTAINS MASTER LISTING:**

- 1.4.1. INVENTORIES TMDE IN AWM STATUS.**
- 1.4.2. INVENTORIES TMDE IN WORK.**
- 1.4.3. INVENTORIES TMDE ON HOLD.**
- 1.4.4. UPDATES PAMS MASTER INVENTORY FILE.**
- 1.4.5. PROCESSES UPDATED MASTER LISTING TO OWC.**

**1.5. PROCESSES TMDE FOR DEPOT/OFF-BASE REPAIR:**

- 1.5.1. CONTACTS SUPPORT FACILITY FOR TMDE INPUT DATE.**
- 1.5.2. PREPARES DOCUMENTATION FOR SHIPMENT.**
- 1.5.3. DELIVERS TMDE AND DOCUMENTATION TO TRANSPORTATION MANAGEMENT OFFICE (TMO).**
- 1.5.4. MAILES ADVANCE COPY OF SHIPMENT DOCUMENT TO SUPPORT ORGANIZATION.**
- 1.5.5. MAINTAINS FILE OF TMDE SHIPPING DOCUMENT.**

**1.6. PROCESSES CALIBRATION OVERDUE LETTER.****1.7. PREPARES EQUIPMENT CALIBRATION DETERMINATION LETTER ON NEW TMDE.****2. PROCESSES COMPLETED TMDE:**

- 2.1. RETURNS COMPLETED TMDE TO ON-BASE CUSTOMER.**
- 2.2. RETURNS COMPLETED TMDE TO OFF-BASE CUSTOMER:**
  - 2.2.1. PREPARES SHIPPING DOCUMENT.**
  - 2.2.2. DELIVERS TMDE AND SHIPPING DOCUMENT TO TMO.**
  - 2.2.3. DELIVERS TMDE AND SHIPPING DOCUMENT TO MILITARY TRANSPORT.**
- 2.3. PERFORMS WEEKLY FOLLOW-UP ON OUTSTANDING SHIPMENT TO OFF-BASE CUSTOMER.**
- 2.4. PACKS AND LOADS COMPLETED TMDE FOR CUSTOMER PICKUP:**
  - 2.4.1. PACKS TMDE FOR PICKUP BY CUSTOMER VEHICLE.**

**2.4.2. TRAVELS WITH TMDE FOR LOADING AT DISPERSED LOCATION; I.E., AIRCRAFT, VEHICLE.**

**2.4.3. COMPLETES DOCUMENTATION ON SHIPMENT OF TMDE.**

**2.5. CONDUCTS TRAINING.** Conducts and documents customer training.

**2.5.1. DEVELOPS PMEL CUSTOMER TRAINING PLAN/PROGRAM.**

**2.5.2. SCHEDULES PMEL CUSTOMER TRAINING.**

**2.5.3. CONDUCTS PMEL CUSTOMER TRAINING.**

**2.5.4. DOCUMENTS PMEL CUSTOMER TRAINING.**

**2.5.5. MAINTAINS PAMS OWC COORDINATOR LISTING.**

**2.5.6. BRIEFS COORDINATOR.** Briefs OWC coordinator regarding TMDE assigned to OWC.

**2.6. MAINTAINS BALANCED WORKLOAD.** Maintains balanced workload through the analysis of in-lab and projected workload data.

**2.7. MAINTAINS HOLD AREA.** Maintains a hold area for TMDE requiring technical data, accessories, and disposition instructions from depot item manager.

### **3. MATERIEL CONTROL:**

#### **3.1. REQUISITIONS PART AND/OR SUPPLY ITEM:**

**3.1.1. RECEIVES PART AND/OR SUPPLY REQUEST FROM TECHNICIAN.**

**3.1.2. RESEARCHES DATA TO VALIDATE REQUISITION.**

**3.1.3. PREPARES DOCUMENTATION FOR REQUISITION.**

**3.1.4. VERIFIES PRIORITY.** Determines priority and prepares justification to Base Supply to upgrade priority.

**3.1.5. COORDINATES WITH MANUFACTURER FOR PURCHASE OF NON-STOCKLISTED ITEM.**

**3.1.6. ORDERS PART AND/OR SUPPLY ITEM FROM APPROPRIATE SOURCE:**

**3.1.6.1. ORDERS PART AND/OR SUPPLY ITEM FROM BASE SUPPLY.**

**3.1.6.2. ORDERS PART AND/OR SUPPLY ITEM FOR BENCH STOCK.**

**3.1.7. DELIVERS REQUISITION FORM THROUGH BASE SUPPLY/CUSTOMER SERVICE.**

**3.1.8. MAINTAINS AF FORM 2413, REQUISITION LOG.**

**3.1.9. PERFORMS EXPEDITER DUTY.** Expedites replacement part using impress fund to obtain emergency item. Travels to local vendor to pick up required item.

**3.1.10. TRANSFERS TMDE REQUIRING PART TO AWAITING PART (AWP) AREA.**

**3.1.11. NOTIFIES CUSTOMER OF TMDE AWP STATUS.** Notifies TMDE customer of item that goes AWP and provides requisition status.

**3.1.12. COORDINATES WITH OWC.** Coordinates with TMDE OWC on item requiring mission impact statement and submits supply assistance or supply difficulty request.

**3.1.13. PERFORMS FOLLOW-UP.** Performs daily follow-up for part and/or supply item on order.

**3.1.14. MONITORS SUPPLY STATUS.** Monitors and updates supply computer product and validates backorder.

**3.1.15. RECOMMENDS CANNIBALIZATION.** Recommends cannibalization action IAW Maintenance Management System T.O. 00-20 series.

**3.1.16. RECOMMENDS NOT REPAIRABLE THIS STATION (NRTS) ACTION DUE TO PRIORITY OF PART.**

**3.2. RECEIVES PART AND/OR SUPPLY ITEM:**

**3.2.1. PERFORMS PICKUP AND DELIVERY DUTY.** Travels to and from Base Supply for issue of part and/or supply item.

**3.2.2. PROCESSES EQUIPMENT PART ACTION.** Receives and stores part with end item.

**3.2.3. PROCESSES SUPPLY RECEIVED TO REQUISITIONER.**

**3.2.4. TRANSFERS TMDE.** Transfers TMDE from AWP area to AWM area upon receipt of part.

**3.3. PERFORMS SCHEDULING FUNCTION:**

**3.3.1. PROCESSES INCOMING SHIPMENT:**

**3.3.1.1. UNLOADS TMDE RECEIVED FROM OFF-BASE ORGANIZATION.**

**3.3.1.2. UNLOADS TMDE RECEIVED FROM ON-BASE ORGANIZATION.**

**3.3.1.3. TRANSPORTS TMDE SHIPMENT TO AWM AREA.**

**3.3.1.4. VERIFIES SHIPPING DOCUMENT.**

**3.3.1.5. COMPLETES DOCUMENTATION.**

**3.3.2. PROCESSES OUTGOING SHIPMENT:**

**3.3.2.1. TRANSPORTS COMPLETED TMDE TO PACKING AREA.**

**3.3.2.2. PACKS OUTGOING TMDE FOR OFF-BASE SHIPMENT.**

**3.3.2.3. LOADS OUTGOING TMDE FOR TRANSPORTATION TO OWC.**

**3.4. RECEIVES TIME COMPLIANCE TECHNICAL ORDER (TCTO) KIT.** Receives, stores, and issues kit to laboratory management.

**3.5. MAINTAINS REIMBURSABLE PART RECORD.** Extracts cost data for reimbursable part consumed in repair of TMDE for government agency other than DoD.

**3.6. COMPILES BUDGET INFORMATION FOR ANNUAL PMEL FINANCIAL PLAN.**

**3.7. MANAGES RECOVERABLE ASSET PROGRAM:**

**3.7.1. PROCESSES DUE-IN-FOR-MAINTENANCE (DIFM) ITEM.**

**3.7.2. PROCESSES PRECIOUS METAL FOR TURN IN.**

**3.8. MANAGES HAZARDOUS MATERIAL PROGRAM.** Packages, stores, and turns in defined hazardous material.

**3.9. MONITORS BENCH STOCK.**

**3.10. CATALOGS AND MAINTAINS WORK ORDER RESIDUE.**

**3.11. MANAGES REUSABLE CONTAINER PROGRAM FOR PMEL.**

**3.12. PROCESSES AND SHIPS TMDE:**

**3.12.1. PROCESSES AND SHIPS NRTS TMDE TO DEPOT FOR REPAIR AND RETURN.**

**3.12.2. PROCESSES AND SHIPS TMDE PMEL STANDARD TO DEPOT FOR RECERTIFICATION AND RETURN.**

**3.12.3. PROCESSES TMDE UNDER WARRANTY TO MANUFACTURER FOR REPAIR AND RETURN.**

**3.13. PROCESSES EQUIPMENT ACTION.** Requisitions, receives, and turns in no longer required PMEL owned TMDE to Base Supply.

**3.14. MAINTAINS SUPPLY INFORMATION.** Maintains supply catalog, microfiche, commercial literature, and other data required for logistical support of PMEL.

**INDIRECT:**

**I1. SUPERVISION:**

**I1.1. ADMINISTERS PERSONNEL:**

**I1.1.1. HIRES CIVILIAN EMPLOYEE.**

**I1.1.2. INDOCTRINATES PERSONNEL:**

**I1.1.2.3. INDOCTRINATES CIVILIAN.**

**I1.1.3. RATES PERFORMANCE:**

**I1.1.3.2. IMPLEMENTS CIVILIAN PERFORMANCE APPRAISAL SYSTEM (CPAS):**

**I1.1.3.2.1. PREPARES CIVILIAN (TITLE 5 AND TITLE 32) PERFORMANCE AND PROMOTION APPRAISAL-PERFORMANCE PLAN.**

**I1.1.3.2.2. PREPARES CIVILIAN (TITLE 5 AND TITLE 32) PERFORMANCE AND PROMOTION APPRAISAL-PERFORMANCE RATING.**

**I1.2. SUPERVISES PERSONNEL:**

**I1.2.1. SCHEDULES PERSONNEL.**

**I1.2.2. DEVELOPS STANDARD PUBLICATION OR OTHER DIRECTIVE:**

**I1.2.2.1. DEVELOPS POLICY LETTER, PROCEDURE, OR OPERATING INSTRUCTION.**

**I1.2.4. COUNSELS PERSONNEL:**

**I1.2.4.3. COUNSELS CIVILIAN.**

**I2. ADMINISTRATION:**

**I2.9. OPERATES COPYING MACHINE.**

**I2.14. MAINTAINS OFFICE EQUIPMENT.**

**I2.15. MAINTAINS MICROCOMPUTER SYSTEM.**

**I3. MEETING:**

**I3.1. PREPARES FOR MEETING:**

**I3.1.5. PREPARES FOR WORK CENTER MEETING.**

**I3.2. CONDUCTS OR ATTENDS MEETING:**

**I3.2.5. CONDUCTS OR ATTENDS WORK CENTER MEETING.**

**I4. TRAINING:****I4.2. DEVELOPS TRAINING MATERIAL.****I4.3. CONDUCTS TRAINING.****I6. EQUIPMENT MAINTENANCE:****I6.2. MAINTAINS ASSIGNED VEHICLE:****I6.2.1. MAINTAINS ASSIGNED VEHICLE (NON AIRCRAFT MAINTENANCE FUNCTIONS).****I7. CLEAN-UP:****I7.1. PREPARES WORK AREA.****I7.2. PUTS WORK AWAY.****I7.3. CLEANS WORK AREA:****I7.3.2. CLEANS MAINTENANCE OR WAREHOUSE AREA.**



STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
PMEL ADMINISTRATION/FAC 245003			158.63 - 546.95								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Scheduling	392XX	CIV	1	1	2	3	3				
Materiel Control	645XX	CIV		1	1	1	2				
TOTAL			1	2	3	4	5				
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											